

UNITED STATES  
ENVIRONMENTAL PROTECTION AGENCY  
NEW ENGLAND REGION

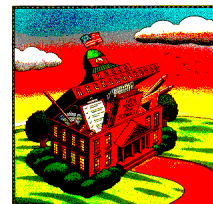
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**HEALTHY COMMUNITIES GRANT PROGRAM  
APPLICATION GUIDANCE  
2006**

*“Working With New England’s Communities  
to Reduce Environmental Risks to Protect  
and Improve Human Health and the Quality of Life”*



Indoor Air Quality



Tools for Schools

Pesticides Program



Schools Sector  
&

Healthcare Sector

Asthma Program



Toxics Program



Smart Growth



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION I, NEW ENGLAND  
2006 HEALTHY COMMUNITIES GRANT PROGRAM**

<b>Announcement Type:</b>	Request for Initial Proposals
<b>Funding Opportunity #:</b>	EPA-RI-HC-2006
<b>Catalogue of Federal Domestic Assistance Number:</b>	66.110 Healthy Communities Grant Program
<b>Action Dates:</b>	One-Page Project Summaries due on 04/05/06 Full Proposals due on 05/26/06

**Executive Summary:**

The Healthy Communities Grant Program is EPA New England's main competitive grant program to work directly with communities to reduce environmental risks, protect and improve human health and improve the quality of life. The Healthy Communities Grant Program will achieve this through identifying and funding projects that:

- Target resources to benefit communities at risk [environmental justice areas of potential concern, places with high risk from toxic air pollution, urban areas and sensitive populations (e.g. children, elderly, others at increased risk)].
- Assess, understand, and reduce environmental and human health risks.
- Increase collaboration through community-based projects.
- Build institutional and community capacity to understand and solve environmental and human health problems.
- Achieve measurable environmental and human health benefits.

In order to qualify as eligible projects under the Healthy Communities Grant Program, proposed projects must meet several criteria including: (1) Be located in and/or directly benefit one or more of the four Target Investment Areas; and (2) Identify how the proposed project will achieve measurable environmental and/or public health results in one or more of the seven Target Program Areas. Please see Section III for further information on eligibility requirements.

<u>Target Investment Areas:</u>	Environmental Justice Areas of Potential Concern, Places with High Risks from Toxic Air Pollution, Sensitive Populations, and/or Urban Areas
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<u>Target Program Areas:</u>	Asthma, Capacity-Building on Environmental and Public Health Issues, Healthy Indoor/Outdoor Environments, Healthy Schools, Urban Natural Resources and Open/Green Space, Smart Growth, and/or Water Quality Monitoring or Analyses
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The Healthy Communities Grant Program anticipates awarding approximately 20-25 cooperative agreements in 2006. Grants may be requested from \$5,000 - \$30,000 for one to two year periods, beginning October 1, 2006.

This application guidance includes the following information:

Section I.	Funding Opportunity Description
Section II.	Award Information
Section III.	Eligibility Information
Section IV.	Application and Submission Information
Section V.	Application Review Information
Section VI.	Award Administration Information
Section VII.	Agency Contact
Section VIII.	Other Information

## **SECTION I. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Program Description**

The Healthy Communities Grant Program was launched in 2003 integrating nine EPA New England programs including the Assistance & Pollution Prevention - Schools and Healthcare Sectors, Asthma, Children's Environmental Health, Community Air Toxics, Pesticides, Smart Growth, Tools for Schools, Toxics, and the Urban Environmental Program. The goal of the program is to combine available resources and best identify competitive projects that will achieve measurable environmental and public health results in communities across New England. In order to streamline and simplify the application and competitive process, eligible applicants are invited to submit a One-Page Project Summary to EPA New England for funding consideration under this competitive grant program. Based on the quality of the eligible One-page submissions as measured against the applicable criterion in Section V, finalists will be invited to submit full project proposals for further evaluation. The Healthy Communities Grant Program anticipates awarding approximately 20-25 cooperative agreements from these full project proposals in 2006.

The Healthy Communities Grant Program is EPA New England's main grant program to work directly with communities to reduce environmental risks to protect and improve human health and the quality of life. The Healthy Communities Grant Program will achieve this through identifying and funding projects that:

- Target resources to benefit communities at risk [environmental justice areas of potential concern, places with high risk from toxic air pollution, urban areas and sensitive populations (e.g. children, elderly, others at increased risk)].
- Assess, understand, and reduce environmental and human health risks.
- Increase collaboration through community-based projects.
- Build institutional and community capacity to understand and solve environmental and human health problems.
- Achieve measurable environmental and human health benefits.

The mission of the U.S. Environmental Protection Agency is to protect human health and to safeguard the natural environment (air, water, and land) upon which life depends. EPA's purpose is to ensure that:

- All Americans are protected from significant risks to human health and the environment where they live, learn and work.
- National efforts to reduce environmental risk are based on the best available scientific information.
- Federal laws protecting human health and the environment are enforced fairly and effectively.
- Environmental protection is an integral consideration in U.S. policies concerning natural resources, human health, economic growth, energy, transportation, agriculture, industry, and international trade, and these factors are similarly considered in establishing environmental policy.
- All parts of society (communities, individuals, business, state and local governments, tribal governments) have access to accurate information sufficient to effectively participate in managing human health and environmental risks.
- Environmental protection contributes to making our communities and ecosystems

- diverse, sustainable and economically productive.
- The United States plays a leadership role in working with other nations to protect the global environment.

EPA New England takes these broad goals and applies them directly to service the needs of New England residents in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. Within the broad landscape of these states, EPA New England recognizes that not all communities share the same environmental and public health conditions. For example, in urban and environmental justice communities throughout New England, residents are exposed to a multitude of environmental and public health hazards, ranging from lead paint to rats on vacant lots to asthma aggravated by poor air quality. Cumulatively, the effects of these hazards on urban residents and sensitive populations such as children and the elderly are compounded by issues including environmental injustice, limited economic development opportunities, and social ills. Some suburban and rural communities also face significant risks from industrial, commercial, agricultural or transportation activities in or near their communities. These types of conditions result in disproportionate health risks to residents and stress on the quality of the air, water, and land.

In order to maximize effectiveness and resources, nine EPA New England programs are working in partnership to improve environmental conditions for residents across New England. EPA New England's Assistance & Pollution Prevention-Schools and Healthcare Sectors, Asthma, Children's Environmental Health, Community Air Toxics, Pesticides, Smart Growth, Tools for Schools, Toxics, and the Urban Environmental Program are combining resources and working together to competitively identify projects that will achieve measurable environmental and public health results in target investment areas and target program areas (see Section III, C, Other Eligibility Criteria for more details) across New England. These participating programs share a focus on reducing environmental and human health risks. Staff and leadership from each of these nine programs will jointly review and select projects for funding through this competitive grant program. Please read the descriptions below to learn more about each participating program. More information on each participating program's activities, projects, and accomplishments is available on-line at [www.epa.gov/region01](http://www.epa.gov/region01):

- **Assistance & Pollution Prevention - Schools and Healthcare Sectors:** The Office of Assistance and Pollution Prevention assists those regulated by EPA laws to understand and comply with environmental regulations, to understand how to reduce and track pollution, and how to most effectively use limited resources to address environmental responsibilities. Pollution prevention techniques aim to reduce the amount and/or toxicity of waste at the source (e.g. air emissions, liquid discharges, solid or hazardous waste). K-12 schools as well as Healthcare facilities (including hospitals, neighborhood health clinics, etc.) are priority sectors for this office.
- **Asthma:** The Asthma Program is dedicated to enhancing asthma education by educating children with asthma and their parents and/or primary care-givers about indoor asthma triggers in the home and actions that should be taken to reduce these triggers.
- **Children's Environmental Health:** The Children's Environmental Health Program was launched at EPA New England in response to children's special vulnerability to environmental problems, and coordinates a campaign called "Children First" aimed at creating healthier environments in the places where children live, learn, and play -- at

home, in schools, and outdoors.

- **Community Air Toxics:** The Community Air Toxics program supports effective projects that identify and reduce community exposure to air toxics in both the indoor and outdoor air.
- **Pesticides:** The Pesticides Program supports work to protect agricultural workers, prevent pollution of ground water resources, protect endangered species, promote integrated pest management (IPM), and reduce risks from the use of pesticides by providing information to public interest groups, academia, agriculture sector, the regulated community, and the general public.
- **Smart Growth:** The Smart Growth program works with state agencies, communities, nonprofit organizations, and the development sector to help shape land use and growth so that it serves the economy, the community, and the environment. Using a combination of grants, environmental review, and technical assistance, the program works to help strengthen New England's communities while preserving open space and our working landscapes.
- **Tools for Schools:** The Tools for Schools program concentrates on implementing a curriculum and resource tool nationwide to help school officials assess, resolve, and prevent indoor air quality problems and reduce exposure to asthma triggers in school facilities.
- **Toxics:** The Toxics Program regulates and provides oversight over a variety of different toxic chemicals (e.g. lead, PCBs, etc.) regulated under the Toxics Substances Control Act.
- **Urban Environmental Program:** The Urban Environmental Program has worked since 1995 to facilitate partnership development with communities, government and other stakeholders to address environmental and public health problems including lead poisoning, asthma and indoor air quality, ambient air quality, open space and green space, vacant lots, environmental justice, and urban rivers and wetlands in targeted New England urban areas across Connecticut, Massachusetts, and Rhode Island.

The Healthy Communities Grant Program consists of activities authorized under one or more of the EPA grant authorities listed under CFDA 66.110 the Healthy Communities Grant Program. The following authorities are listed: Clean Air Act, Section 103(b)(3); Clean Water Act, Section 104(b)(3); Solid Waste Disposal Act; Toxic Substances Control Act, Section 10; Safe Drinking Water Act of 1974, Section 1442(a)(b); Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), Section 20; National Environmental Education Act, Section 6; Pollution Prevention Act, Section 6605. Most of the statutes authorize grants for "research, investigations, experiments, training, demonstrations, surveys and studies." Demonstrations generally must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project.

## **B. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs**

### **Linkage to EPA Strategic Plan:**

Under the Healthy Communities Grant Program, applicants will propose innovative approaches and other actions that may differ depending on the proposed projects. Overall projects must address one or more of the Target Investment Areas (Environmental Justice Areas of Potential Concern, Places with High Risks from Toxic Air Pollution, Sensitive Populations, and/or Urban Areas) and one or more of the Target Program Areas (Asthma, Capacity-Building on Environmental and Public Health Issues, Healthy Indoor/Outdoor Environmental, Healthy Schools, Urban Natural Resources and Open/Green Space, Smart Growth and/or Water Quality Monitoring or Analyses). Please see Section III for further information. Awards under the Healthy Communities Grant Program directly support progress towards EPA Strategic Plan Goal 4, Healthy Communities and Ecosystems, Objective 4.1 (Chemical, Organism and Pesticide Risks), 4.1.1 (Reduce Exposure to Toxic Pesticides), 4.1.3 (Reduce Chemical and Biological Risks), Objective 4.2 (Communities), sub-objectives 4.2.1 (Sustain Community Health) and 4.2.2 (Restore Community Health); and Objective 4.3 (Ecosystems), Sub-objective 4.3.1 (Protect and Restore Ecosystems).

Although activities and actions may differ depending on the project, proposed projects may also support additional areas of the EPA Strategic Plan including, but not limited to:

Goal 1 Clean Air and Global Climate Change, Objective 1.1 (Healthier Outdoor Air), Subjective 1.1.2 (Reduced Risk from Toxic Air Pollutants), and Objective 1.2. (Healthier Indoor Air); Goal 2 Clean and Safe Water, 2.1 (Protect Human Health), Subobjective 2.1.1 (Water Safe to Drink), Subobjective 2.1.2 (Fish and Shellfish Safe to Eat), Subobjective 2.1.3 (Water Safe For Swimming), Objective 2.2 (Protect Water Quality), Sub-objective 2.2.1 (Improve Water Quality on a Watershed Basis); Goal 3 Land Preservation and Restoration, Objective 3.1 (Preserve Land), Sub-objective 3.1.1 (Reduce Waste Generation and Increase Recycling); and Goal 5 Improve Compliance and Environmental Stewardship, Objective 5.1 (Improve Compliance), and Objective 5.2 (Improve Environmental Performance Through Pollution Prevention and Innovation), Subobjective 5.2.2 (Prevent Pollution and Promote Environmental Stewardship by Business).

### **Outcomes & Outputs**

Outcomes refer to the result, effect, or consequence that will occur from carrying out the activities or outputs of the project. Outcomes may be environmental, behavioral, health-related or programmatic, must be quantitative, and may not necessarily be achievable during the project period. Short-term outcomes include, but are not limited to: increased learning, knowledge, skills, attitudes, and motivation and must occur during the proposed project period. All of the awards under this announcement are expected to result in the general short term outcomes identified below. In addition, the projects may result in additional outcomes which will vary depending on the Target Program Area(s) identified by the applicant. Both the expected short-term outcomes identified below and any other expected outcomes must be defined in Section D of the Full Proposal Narrative Format (See Attachment B) and outlined on the Project Schedule Format (See Attachment C). All short-term expected outcomes are required to be included in the One-Page Project Summary and in the full proposal narrative.

The anticipated short-term outcomes listed below are expected to result in reducing environmental risks to protect and improve human health and the quality of life in order to

create healthy communities and ecosystems related to Goal 4, Healthy Communities and Ecosystems in EPA's Strategic Plan. Anticipated short-term outcomes include, but are not limited to:

- Providing resources to benefit communities at risk (environmental justice areas of potential concern, places with high risk from toxic air pollution, urban areas) and sensitive populations (e.g. children, elderly, others at increased risk).
- Assess, understand, and reduce environmental and human health risks.
- Increase collaboration through community-based projects.
- Build institutional and community capacity to understand and solve environmental and human health problems.
- Achieve measurable environmental and human health benefits.

Outputs refer to measurable quantitative or qualitative activities, efforts, deliverables, or work products that the applicant proposes to undertake during the project period. The anticipated outputs for Healthy Communities Grant Program cooperative agreements will vary from applicant to applicant, but will be identified as "Project Deliverables" in Attachment C. All applicants will be expected to clearly identify their outputs depending on the Target Program Area(s) selected by the applicant and achieve them during the proposed project period. Grant recipients will be required to submit quarterly status reports about their progress towards achieving outputs once the project is implemented.

The anticipated outputs for Healthy Communities projects will vary depending on the scope of the project and its linkage to one or more Target Program Area(s). Anticipated outputs for potential projects are organized by Target Program Area below and include, but are not limited to:

**Asthma:**

- Identification of asthma triggers impacting target population.
- Identification of methods to potentially reduce asthma triggers including, but not limited to integrated pest management, reducing presence of environmental tobacco smoke in indoor environment, and/or reducing presence of chemicals and other indoor contaminants.
- Number of families, individuals or stakeholders reached through education, outreach, demonstrations, training, surveys and/or studies related to indoor air toxins projects.

**Capacity-building on Environment and Public Health Issues:**

- Number of families, individuals or stakeholders reached through education, outreach, demonstrations, training, surveys and/or studies related to the causes, effects, extent, reduction, prevention or elimination of pollution in soil, water and/or air.
- Creation of effective education, outreach, demonstration, and/or training tools to reach target population.

**Healthy Indoor/Outdoor Environments:**

- Number of families, individuals, stakeholders or geographic area serviced to reduce indoor or ambient toxics.
- Identification of methods or techniques to potentially reduce indoor or ambient toxins including, but not limited to, lead, pesticides, PCBs, dioxin, and/or mercury.

**Healthy Schools:**

- Number of school teams or other stakeholder groups to be trained and/or provided technical assistance to implement EPA's Indoor Air Quality Tools for Schools Program, EPA's Health School Environments Assessment Tool (Healthy SEAT), or other systemic approaches to managing the environmental responsibilities in a school.
- Creation of effective education, outreach, demonstration, and/or training tools to reach target population.

**Urban Natural Resources and Open/Green Space:**

- Number of families, individuals or stakeholders reached through education, outreach, demonstrations, training, surveys and/or studies related to the causes, effects, extent, reduction, prevention or elimination of pollution in soil, water and/or air.
- Creation of effective education, outreach, demonstration, and/or training tools to reach target population.

**Smart Growth:**

- Number of families, individuals or stakeholders reached through education, outreach, demonstrations, training, surveys and/or studies related to smart growth including, but not limited to compact, mixed-use, transit-oriented, pedestrian-friendly development in urban areas.
- Creation of effective education, outreach, demonstration, and/or training tools to reach target population.

**Water Quality Monitoring and/or Analyses:**

- Identification and/or characterization of pollution sources and/or risks to targeted water body.
- Number of families, individuals or stakeholders reached through education, outreach, demonstrations, training, surveys and/or studies related to the causes, effects, extent, reduction, prevention or elimination of pollution in soil, water and/or air.
- Creation of effective education, outreach, demonstration, and/or training tools to reach target population.



## **SECTION II.        AWARD INFORMATION**

Grants may be requested for amounts ranging from \$5,000 - \$30,000 for one to two year project periods starting October 1, 2006. Although the project period can last up to two years, the total amount requested for federal resources cannot exceed \$30,000. Applications requesting more than \$30,000 in total funding will not be evaluated. Applicants may provide a match of up to 5% of the total budget as part of their proposal, but it is not required and any amount of proposed voluntary match submitted by an applicant will not be considered as part of the evaluation and selection process used to make award decisions. Please see Section III, B, Matching for additional information. This grant program is intended to provide seed funding to inspire and leverage broader investment to create healthy communities in Target Investment Areas in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. Proposals to supplement existing Healthy Communities Grants awarded in 2005 are not eligible to compete with new project proposals. The Healthy Communities Grant Program anticipates awarding approximately 20-25 cooperative agreements in 2006.

The funding for selected projects will be in the form of a grant or cooperative agreement. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement with the recipient during the performance of an activity or project. EPA will award cooperative agreements for those projects in which it expects to have substantial technical interaction with the recipient throughout the performance of the project. For such projects, EPA may review and approve project phases, review and approve proposed subgrants and contracts, collaborate with the recipient on the scope of work and mode of operation of the project, closely monitor the recipient's performance, approve any proposed changes to work plan and/or budget, approve qualifications of key personnel, and review and comment on reports prepared under the assistance agreement.

Funding for these projects is not guaranteed and all awards are subject to the availability of funds and the evaluation of proposals based on the criteria in this announcement. EPA New England reserves the right to reject all proposals and make no awards under this announcement or to partially fund proposals by funding discrete activities, portions, or phases of proposed projects based on available funds. If EPA decides to partially fund proposals, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or portion thereof, was evaluated and selected for award, and that maintains the integrity of the competitive process. EPA also reserves the right to make additional awards under this announcement, consistent with Agency policy and without further competition, if additional funding becomes available after the original award selections are made. Any additional selections for awards will be made no later than six months after the original selection decisions.

## SECTION III. ELIGIBILITY INFORMATION

### A. Eligible Applicants

In accordance with CFDA 66.110, eligible applicants for awards under this announcement include non-profit organizations (e.g. grassroots and/or community based organizations); local government, state, or regional agencies; K-12 schools or school districts; colleges or universities; and tribes with a demonstrated interest in performing projects in Target Investment Areas identified by this grant program in one or more the New England States of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. Private businesses, federal agencies, and individuals are not eligible to be grant recipients. However, they are encouraged to work in partnership with eligible applicants on projects. Applicants need not be physically located in these states to be eligible for awards under this announcement.

**Non-Profit Status:** Applicants are not required to have a formal Internal Revenue Service (IRS) non-profit designation, such as 501(c)(3) or 501(c)(4); however they must present their letter of incorporation or other documentation demonstrating their non-profit or not-for-profit status at the time of the full proposal submission. This requirement does not apply to public agencies or federally-recognized Indian tribes. Failure to enclose the letter of incorporation or other documentation demonstrating non-profit or not-for-profit status will render full proposal submissions incomplete and they will not be reviewed. Applicants who do have an IRS 501(c)(4) designation are not eligible for grants if they engage in lobbying, no matter what the source of funding for the lobbying activities. No recipient may use grant funds for lobbying. For-profit enterprises are not eligible to receive sub-grants from eligible recipients, although they may receive contracts, subject to EPA's regulations on procurement under assistance agreements, 40 Code of Federal Regulations (CFR) 30.40 (for non-governmental recipients) and 40 CFR 31.36 (for governments).

### B. Cost-Sharing or Matching

There is no cost-sharing or match required for this funding opportunity. Applicants may provide a match of up to 5% of the total budget as part of their proposal, but it is not required and any amount of proposed voluntary match submitted by an applicant will not be considered as part of the evaluation and selection process used to make award decisions.

**In-Kind Contributions:** In-kind match is a non-cash contribution to a project such as volunteered services and donated supplies (e.g. use of equipment, office/meeting space, printing). These "in-kind contributions" can be counted toward the demonstration of strong partnerships by providing resource support. Volunteered services may include a bookkeeper's maintenance of a group's financial records and preparation of required financial reports or an auditor's review of a group's financial records. Applicants must place a reasonable monetary value on in-kind contributions and include them in the budget. Applicants must be prepared to document in-kind contributions should the organization be awarded a grant. Rates for volunteer services must be consistent with the local community for similar services. EPA can provide funds only for project costs that are allowable under EPA statutory authority. Similarly, the funds that serve as a match toward the project can be counted as such only if they are for costs that EPA can fund. If a project is funded, applicants and all identified match

funding is subject to audit to ensure that all costs are appropriate. If costs are ineligible or the grantee cannot properly document match dollars, the grantee will be liable for the disallowed costs.

### **C. Other Eligibility Criteria**

In order to qualify as eligible projects under the Healthy Communities Grant Program, proposed projects must meet several criteria including: (1) Be located in and/or directly benefit one or more of the four Target Investment Areas described below; and (2) Identify how the proposed project will achieve measurable environmental and/or public health results in one or more of the seven Target Program Areas described below. To learn more about outputs and outcomes expected, please see Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs.

The Healthy Communities Grant Program seeks to fund projects that are in and/or directly benefit one or more of the Target Investment Areas of: Environmental Justice Areas of Potential Concern, Places with High Risks from Toxic Air Pollution, Sensitive Populations, and/or Urban Areas in one or more of the EPA Region I states of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. Every proposal must clearly identify and explain how the project will link to one or more of the Target Investment Areas listed and described below.

**Target Investment Areas:**                      **Environmental Justice Areas of Potential Concern, Places with High Risks from Toxic Air Pollution, Sensitive Populations, and/or Urban Areas**

- a. Environmental Justice Areas of Potential Concern:** For the purposes of this grant program, “Environmental Justice Areas of Potential Concern” refers to communities, neighborhoods, or tribes that represent the lowest-income, most diverse populations in New England that face environmental and/or public health burdens in a defined geographic area. EPA New England is committed to promoting and supporting Environmental Justice which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Fair treatment means that no group of people, including any racial, ethnic, or socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies. Meaningful Involvement means that: (1) potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and/or health; (2) the public's contribution can influence the regulatory agency's decision; (3) the concerns of all participants involved will be considered in the decision-making process; and (4) the decision-makers seek out and facilitate the involvement of those potentially affected. In order to qualify under this Target Investment Area, applicants must demonstrate that their project will meaningfully involve and benefit communities, neighborhoods, or tribes that represent the lowest-income, most diverse populations in EPA Region I states that face

environmental and/or public health burdens in a defined geographic area.

- b. Places with High Risks from Toxic Air Pollution:** For the purposes of this grant program, “Places with High Risks from Toxic Air Pollution” refers to projects that are focused in a community, city, or area located in a county that has been identified by: (a) EPA’s National Air Toxics Assessment as having health risks for one or more air toxics that are above EPA’s health benchmark (view <http://www.epa.gov/ttn/atw/nata/> for maps of risk from air toxics); or (b) identified by the community through other air toxics monitoring, modeling, or analysis efforts. In order to qualify under this Target Investment Area, applicants must demonstrate that the project will directly involve and/or benefit places in EPA Region I states with high risks from toxic air pollution.
- c. Sensitive Populations:** For the purposes of this grant program, “Sensitive Populations” refers to populations including children, elderly, and others at increased risk that may be more susceptible to the effects of pollution. EPA’s mission is to ensure that all Americans have a safe and healthy environment where we live, work, and play. However, health-based environmental standards are generally based on risks to healthy adult males, not sensitive populations. Children are more susceptible to the effects of pollution because pound-for-pound, they eat, drink and breathe more than adults and because their immune systems are not fully developed. Older Americans and those with chronic illness also face higher health risks due to their immune system vulnerability. Other socioeconomic and cultural factors can also impact the environment and health of certain populations. In order to qualify under this Target Investment Area, applicants must demonstrate that their project will directly involve and/or benefit the health of sensitive populations (e.g. children, elderly, others at increased risk) EPA Region I states.
- d. Urban Areas:** For the purposes of this grant program, “Urban Areas” refers to a city or community in New England which has a population of at least 35,000 people according to 2000 Census data. Projects that benefit many urban areas across the EPA Region I states or in several different cities or states within EPA Region I are also eligible for consideration under this Target Investment Area. Below are the cities that qualify as “Urban Areas” for this grant program:

<b>Connecticut:</b>	Bridgeport, Bristol, Danbury, East Hartford, Enfield, Fairfield, Greenwich, Groton, Hamden, Hartford, Manchester, Meriden, Middletown, Milford, New Britain, New Haven, Norwalk, Norwich, Shelton, Southington, Stamford, Stratford, Torrington, Wallingford, Waterbury, West Hartford, and West Haven
<b>Maine:</b>	Lewiston and Portland
<b>Massachusetts:</b>	Arlington, Attleboro, Barnstable, Beverly, Billerica, Boston, Brockton, Brookline, Cambridge, Chelsea, Chicopee, Everett, Fall River, Fitchburg, Framingham, Haverhill, Holyoke, Lawrence,

Leominster, Lowell, Lynn, Malden, Marlborough, Medford, Methuen, New Bedford, Newton, Peabody, Pittsfield, Plymouth, Quincy, Revere, Salem, Somerville, Springfield, Taunton, Waltham, Westfield, Weymouth, Woburn, and Worcester

\_\_\_\_\_ **New Hampshire:** Concord, Manchester, and Nashua

**Rhode Island:** Cranston, East Providence, Pawtucket, Providence, Warwick, and Woonsocket

**Vermont:** Burlington

**Target Program Areas:** **Asthma, Capacity-Building on Environmental and Public Health Issues, Healthy Indoor/Outdoor Environments, Healthy Schools, Urban Natural Resources and Open/Green Space, Smart Growth, and Water Quality Monitoring or Analyses**

Please read the descriptions below for additional information on each Target Program Area.

- a. **Asthma:** Projects should address the micro environment(s) of the child or individual (e.g., places where children or individuals spend most of their time) and one or more of the following topic areas: asthma surveillance, integrated pest management, resident education, and/or indoor air toxins (particulate matter, mold, environmental tobacco smoke, and/or chemicals and indoor contaminants). Asthma Surveillance involves the systematic tracking of asthma data (e.g. asthma prevalence, severity, etc). Integrated pest management is an asthma reduction strategy that can effectively control cockroaches and other pest populations with minimal use of pesticides, which can be respiratory irritants. Resident education projects can include many strategies (e.g. trainings and in-home education) to reach children, caregivers, and parents and create or maintain an asthma management plan which includes how to identify and/or reduce indoor environmental triggers. Indoor Air projects can address one or more of the following elements: Particulate Matter (a large group of materials of different sizes and chemical characteristics that are found in the air as solid particles or droplets), Environmental Tobacco Smoke (encourage and motivate residents who smoke to make homes and cars smoke-free to reduce exposure to secondhand smoke); and/or Chemicals & Indoor Contaminants (pesticides, volatile organic compounds, cleaning supplies, and products of combustion like nitrogen dioxide).
- b. **Capacity Building on Environmental and Public Health Issues:** Projects that increase regional, state, tribal, community, and neighborhood access to information, dialogue, collection and use of data (e.g. GIS mapping, risk evaluation, risk mitigation, collecting emissions data, etc.), and/or improve methods of risk characterization; organize and sponsor community training events, or other forums that increase citizen involvement in understanding or addressing environmental and public health issues

(topics may include environmental justice, indoor/ambient air quality, lead, asthma, pesticides, transportation, urban rivers/wetlands, water quality, smart growth, open/green space, and/or vacant lots); build new or strengthen existing coalitions to address Schools, States, or regional programs and one or more other environmental and public health issue(s) are encouraged.

- c. **Healthy Indoor/Outdoor Environments:** Projects that focus on reducing and or preventing childhood lead poisoning, promoting integrated pest management; reducing childhood exposure to one or more toxins (PCBs, dioxin, mercury, lead, pesticides, etc) and promoting healthy homes and other indoor environments are encouraged. Projects that reduce indoor or ambient air toxics in a city, community or county, including those to create and implement risk management plans, conduct risk screening, build technical training capacity to help reduce community exposure to indoor and or outdoor air toxics are also eligible under this category.
- d. **Healthy Schools:** Projects that train K-12 school teams to implement EPA's Indoor Air Quality Tools for Schools program (<http://www.epa.gov/iaq/schools/toolkit.html>) through state-wide or regional workshops, develop or support an environmental management system or a systems approach to improve environmental conditions in schools including the customization and implementation of EPA's new Healthy School Environments Assessment Tool (Healthy SEAT); focus on sustainable improvements in schools' chemical management, including the removal of chemicals from schools ([www.epa.gov/sc3](http://www.epa.gov/sc3)); train K-12 school teams to address asthma triggers particularly in urban areas ([www.epa.gov/iaq/schools/asthma](http://www.epa.gov/iaq/schools/asthma)); or efforts which combine several project areas described in this grant solicitation are encouraged. For more information on creating healthy school environments, please visit [www.epa.gov/schools](http://www.epa.gov/schools).
- e. **Urban Natural Resources and Open/Green Space:** Projects that train and educate the general public on ways to identify, prevent and/or reduce or eliminate toxic substances and contamination on vacant lots and open/green space; train and educate the general public or other community stakeholders on ways to increase community access to urban rivers and other urban natural resources; train and educate groups of urban community stakeholders on methods to identify, reduce, prevent or eliminate exposures to pollution in soil, air or water; train groups, community/neighborhood stakeholders, and/or residents in holistic and comprehensive approaches for promoting pollution prevention efforts in a sustainable manner that improves, protects and/or enhances the ecological health of urban natural resources.
- f. **Smart Growth:** Projects that encourage compact, mixed-use, transit-oriented, pedestrian-friendly development in urban areas. Smart growth can improve air quality by replacing some motor vehicle trips with walking, biking, and other clean forms of transportation, reducing exposure to airborne pollutants and risk of respiratory illnesses. Smart growth also can improve water quality by reducing impervious surfaces and preserving green spaces both of which can reduce exposure to waterborne pollutants. Examples of smart growth projects include community involvement in development and redevelopment projects; environmentally-sound reuse of vacant lots; improved transportation choices, including transit, pedestrian, and bicycle facilities; and

projects that improve public health through improvements to the built environment.

- g. Water Quality Monitoring or Analyses:** Projects that focus on determining the quality of a particular water body or watershed, identifying water quality problem(s), and/or determining the cause of pollution through water quality monitoring and/or analyses of water bodies. Projects should involve community groups, educational institutions, watershed groups and/or other organizations. Projects can provide and/or support educational opportunities for students, interns or citizens to learn more about science, biology and water quality monitoring. Projects focusing on urban and environmental justice areas are encouraged.

EPA New England will implement this program consistent with the principles of Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations" (February 11, 1994). Projects funded must ensure that no one is subjected to unjust or disproportionate environmental impacts, and that problems are not shifted from one area to another.

Funds for all awarded projects should support research, investigations, experiments, trainings, demonstrations, surveys and/or studies related to restoring or revitalizing the environment; provide education, outreach, training; or organize/conduct community planning activities in the Target Program Areas defined in Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs. Funds may be used to complement programs of construction or medical treatment. For example, educational outreach to parents of children at risk for lead poisoning that encourages lead screening can be funded, but blood lead screening itself cannot be funded. In addition, funds are available for community planning, workshop design, and organizing that achieves some element of restoration or revitalization of an environmental asset, such as contaminated land, wetlands or wilds, or a riparian area. Federal assistance funds may not be used for (1) lobbying or influencing legislation before Congress or state legislatures; (2) partisan or political advocacy purposes; (3) an activity whose objective could affect or influence the outcome of an EPA regulatory proceeding; or (4) solicitation of private funds. Please see Section IV, E (Application and Submission Information, Funding Restrictions) for further information.

Unless stated otherwise, initial proposal and full proposal submissions must substantially comply with the submission instructions and requirements set forth in Section IV of this announcement or they will be rejected. Where a page limit is expressed in Section IV for initial and full proposals and/or parts of the initial and full proposal submissions, pages in excess of the page limitation will not be reviewed. Proposals requesting more than \$30,000 in total funding will not be evaluated. Initial proposals and full proposals received after the applicable published closing dates expressed in Section IV will be returned to the sender without further consideration.

## **SECTION IV. APPLICATION AND SUBMISSION INFORMATION**

The Healthy Communities Grant Program has a two step process for evaluating proposals. The program requires the submission of a One-Page Project Summary as a first step; then, certain applicants will be invited to submit full proposals for consideration. Further instructions are below.

### **A. Address to Request Application Package**

To request a copy of the Healthy Communities Grant Program Application Guidance, please contact Sandra Padula, Healthy Communities Grant Program, US EPA New England, One Congress Street, Suite 1100(CPT), Boston, MA 02114-2023, by e-mail at [padula.sandra@epa.gov](mailto:padula.sandra@epa.gov) or by phone at 617-918-1797.

### **B. Content and Form of Application Submission**

#### **I. One-Page Project Summary**

The One-Page Project Summary must describe your project, how it will address one or more of the Target Investment Area(s) and how it will address one or more of the Target Program Area(s). Please see Section III, C, Other Eligibility Criteria for a description of the Target Investment Areas and Target Program Areas and what needs to be addressed. In your submission, please identify your project goals and how you will meet them. Also, please identify the expected measurable environmental and/or public health results or improvements from your proposed project including, but not limited to, the expected outcomes and outputs (see Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs for additional information). Please make sure to address the initial proposal evaluation factors set forth in Section V. Applicants must prepare the One-page Project Summary as outlined in the One-Page Project Summary Format in Attachment A. The One-Page Project Summary submitted must not exceed one page in length and use no less than .75 inch margins and no smaller than 10 point font. Please see Section IV, C, Submission Methods, Dates and Times for additional requirements.

#### **2. Full Proposal Package**

If your One-Page Project Summary is selected for further consideration, you will be invited to submit a full proposal package. EPA New England plans to notify applicants that are invited to submit a full proposal package on or around April 20, 2006. Below please find the instructions for submitting a full proposal package in the event you are invited to submit a full proposal.

**The full proposal package must include the following elements:**

- (1) Completed Application Forms (will be supplied to finalists.)
- (2) One Page Project Summary (described above and also see Attachment A)
- (3) Five page Proposal Narrative (described below and also see Attachment B)



- (4) Healthy Communities Grant Program Project Schedule (see Attachment C)
- (5) Budget Detail Sheet with match information, if any (see Attachment D)
- (6) Documentation demonstrating non-profit or not-for-profit status
- (7) Resumes of up to three key project staff
- (8) Letters of Commitment from all project partners (if the project involves partners)
- (9) Environmental Results, Past Performance & Programmatic Capability Information (see description below to determine if this is applicable)

The Application for Federal Assistance (Standard Form 424) is one of several official forms required for full grant application submissions. Please complete Part 10 of the form, “**Catalogue of Federal Domestic Assistance Number**” with the following information: 66.110 Healthy Communities Grant Program. Applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when submitting a full grant application for consideration. Organizations can obtain a DUNS number at (866)705-5711 or <http://www.dnb.com>.

**Proposal Narrative:** Please see the Full Proposal Narrative outline in Attachment B for the required format. The narrative for the full proposal is limited to five pages; these five pages may be on either single-sided or double-sided sheets of paper. The narrative section of the full proposal package should follow the format outlined in Attachment B, answer the questions listed, and address all of the full proposal evaluation factors identified in Section V. A copy of your original One-Page Project Summary, detailed schedule, detailed budget (see Attachments A, C, and D) and information describing Environmental Results Past Performance & Programmatic Capability Information (if applicable) must also be submitted for each proposal; these are not considered part of the five page limitation for the proposal narrative.

**Proof of Non-Profit Status:** All applicants, except public agencies, municipalities, and Federally-recognized Tribes, must attach documentation demonstrating non-profit status or articles of incorporation. Full proposal package submissions without this documentation will not be considered. For more information please read Section III, A, Eligibility Information, Eligible Applicants.

**Commitment Letters:** Letters of commitment from all partners collaborating on this project and/or contributing any matching funds (cash or in-kind) to the project must be submitted with your full proposal package, not sent separately. Letters must be submitted on letterhead (if applicable), signed by the project partner, and include the partner’s telephone number and address. The commitment letters should be addressed to the applicant and be submitted as part of the full proposal package. Commitment letters sent directly to EPA New England will not be accepted. Commitment letters must specify the nature of the match, if any, (cash or in-kind services) and must describe the role of the project partner in the project. If the partner is providing matching funds, the organization providing the match must be able to certify that the funds will be available during the project period. Proposals for projects that have listed partners but do not include commitment letters from every listed project partner may face a reduction in score during evaluation process. Please do not send letters of general support from non-match partners or others not directly involved in the project; they will not be considered during the evaluation and review process.\_\_\_\_

## **Environmental Results, Past Performance & Programmatic Capability**

**Information:** These issues will be evaluated under Criterion 1 and 2 of Section V. For Environmental Results Past Performance, please submit a list of all EPA and other federal agency assistance agreements that your organization performed within the last two years, and describe how you documented and/or reported on whether you were making progress toward achieving the expected results under those agreements. If you were not making progress, please indicate whether you adequately documented why not. If you do not have such information or have not received EPA or other federal agency assistance agreements within the last two years, please indicate this in the proposal narrative. Programmatic Capability refers to the applicants ability to successfully perform the proposed project. For this, please submit a list of all federally-funded projects similar in size, scope and relevance to the proposed project that your organization performed within the last two years. For each such project, please briefly describe: (1) whether you successfully performed the project and; (2) your history of meeting the reporting requirements under these agreements and submitting acceptable final technical reports. If you do not have such information or have not received EPA or other federal agency assistance agreements within the last two years that are similar in size, scope and relevance to the proposed project, please indicate this in the proposal narrative. Furthermore, please provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

In evaluating applicants for Environmental Results, Past Performance and Programmatic Capability, EPA will consider information supplied by the applicant (in the proposal narrative and any attachments, if applicable) and may consider relevant information from other sources including prior/current grantors and agency files. If there were any problems or deficiencies in meeting program reporting requirements or projected outputs and/or outcomes for projects similar in size and scope in the last two years, applicants need to explain why the objectives were not met and how the issues were resolved. In addition, applicants with no relevant or available past performance and/or past reporting information will receive a neutral score for those elements.

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EPA New England does not allow covers, binders, or folders to be used for full proposal packages. Please submit the full proposal package on 8 ½ by 11 inch recycled paper, ideally double-sided. Please use no smaller than 10 point font type, set page margins to no smaller than .75 inches all around, and please do not staple pages within the proposal together. Send the original and (4) four copies of the completed full proposal package to: Sandra Padula, Healthy Communities Grants Program, U.S. EPA New England, One Congress Street, Suite 1100 (CPT), Boston, MA 02114-2023.

## **C. Submission Methods, Dates and Times**

**I. Initial One-page Project Summary:** There are four ways an applicant may submit their One-page Project Summary (e-mail, facsimile, mail or through [www.grants.gov](http://www.grants.gov)). Only one form of submission is required, but the deadlines identified below must be met. One-Page Project Summaries that are e-mailed ([padula.sandra@epa.gov](mailto:padula.sandra@epa.gov)) or sent via facsimile [(617) 918-0797] must be received before midnight, E.S.T. on April 5, 2006. One-Page Project Summaries that are mailed must be postmarked by midnight, E.S.T., on April 5, 2006. Please see Section

VII, Agency Contact, for mailing address and complete contact information.

One-Page Project Summaries that are electronically submitted through [www.grants.gov](http://www.grants.gov) must be received no later than midnight, E.S.T. on April 5, 2006 and must include the Application for Federal Assistance (Standard Form 424) as part of the submission. Standard Form 424 requires applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number. Organizations can obtain a DUNS number at (866)705-5711 or <http://www.dnb.com>. Please complete Part 10 of Standard Form 424, “**Catalogue of Federal Domestic Assistance Number**” with the following information: 66.110 Healthy Communities Grant Program. If you wish to submit your initial proposal electronically via Grants.gov, the electronic submission of your initial proposal must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Started,” and then click on “For AORs” (Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program using Grants.gov, go to <http://www.grants.gov> and click on the “Apply for Grants” tab at the top of the page. Then click on “Apply Step 1: Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package and instructions for applying under this announcement using grants.gov ([https://apply.grants.gov/forms\\_apps\\_idx.html](https://apply.grants.gov/forms_apps_idx.html)). You may retrieve the application package and instructions by entering the Funding Opportunity Number, EPA-RI-HC-2006, or the CFDA number, 66.110, in the space provided. Then complete and submit the application package as indicated. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the top of the page and then go to EPA opportunities).

Application/proposal materials submitted through grants.gov will be time/date stamped electronically. Please be sure to view the additional instructions for applying electronically under this announcement through use of grants.gov that are available for download on Grants.gov and included as Attachment E of this announcement. If you have any technical difficulties while applying electronically, please refer to <http://www.grants.gov/CustomerSupport>.

**2. Full Proposal Submission:** If your One-Page Project Summary is selected for further consideration, the full proposal package must be postmarked by no later than midnight, E.S.T. on May 26, 2006. Facsimile, e-mail, and/or [www.grants.gov](http://www.grants.gov) submissions will not be accepted for full proposals. Please send the original and (4) four copies of the completed full proposal package to: Sandra Padula, Healthy Communities Grants Program, U.S. EPA New England, One Congress Street, Suite 1100 (CPT), Boston, MA 02114-2023.

Initial proposals and full proposals received after the applicable published closing dates

expressed above will be returned to the sender without further consideration.

#### **D. Intergovernmental Review**

Intergovernmental Review does not apply to the One-Page Project Summary, but does apply to full proposal packages. Your full proposal package to this EPA New England program may be subject to your state's intergovernmental review process and/or consultation requirements of Section 204, Demonstration Cities and Metropolitan District Act. Please check with your state's Single Point of Contact to determine which requirements, if any, apply to your application. Some states do not require this review. A list of Single Points of Contact by state is available at <http://www.whitehouse.gov/omb/grants/spoc.html>. Finalists from Rhode Island, Maine, and New Hampshire will need to apply to their State Clearinghouse for a 30 day Intergovernmental Clearinghouse review process.

#### **E. Funding Restrictions**

Federal assistance funds may not be used for (1) lobbying or influencing legislation before Congress or state legislatures; (2) partisan or political advocacy purposes; (3) an activity whose objective could affect or influence the outcome of an EPA regulatory proceeding; or (4) solicitation of private funds. Even though a proposal may involve an eligible applicant, eligible activity, and eligible purpose, grant funds cannot necessarily pay for all of the costs which the recipient might incur in the course of carrying out the project. For example, allowable costs are determined by reference to the EPA regulations cited in the table below and to OMB Circulars A-122, "Cost Principles for Non-profit Organizations," and A-21 "Cost Principles for Education Institutions," and A-87 "Cost Principles for State, Local, and Indian Tribal Governments." Generally, costs that are allowable include salaries, equipment, supplies, travel to meetings, training, and rental of office space, as long as these are "necessary and reasonable." Entertainment and providing food are examples of generally unallowable costs.

#### **F. Confidential Business Information**

Applicants should be aware that proposals/applications submitted under this announcement are subject to the Freedom of Information Act (FOIA). In accordance with 40 CFR 2.203, applicants may claim all or a portion of the proposal/application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant normally required by 40 CFR 2.204(c)(2).

#### **G. Other Submission Requirements**

In order to answer applicant questions, the Healthy Communities Grant Program will sponsor four telephone conference calls to address questions before the One-Page Project Summary is due. The informational sessions are optional, but RSVPs are required. After submitting your RSVP, you will receive instructions on how to participate in the conference calls. The

informational sessions for the One-Page Summary Outlines are scheduled for March 8, March 15, and March 22, 2006 with two sessions per day (9:00 am - 11:00 am and 1:00 pm - 3:00 pm). Please see Attachment F of this grant guidance for more details and registration information for the conference calls.

After finalists are selected, the Healthy Communities Grant Program will host two additional informational sessions for finalists on May 10 and May 17, 2006. Final question and answer calls will also be hosted during the days leading up to the submission deadline. Additional details on these training sessions for finalists will be provided in letter form after April 21, 2006.

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/proposals. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

## SECTION V. APPLICATION REVIEW INFORMATION

### A. Evaluation Criteria

Initial One-Page Project Summaries and full proposal packages will be evaluated based on the criteria described below.

**CRITERIA FOR ONE-PAGE PROPOSALS:** One-Page Project Summaries will be evaluated based on two criteria: 1) the extent and quality to which the applicant describes the problem to be addressed, the project overview (which includes the tasks and deliverables needed to meet project goals) and the organization's qualifications to complete the project; and 2) the extent and quality to which the project identifies measurable environmental and/or public health results expected to be achieved from the proposed project related to one or more of the Target Program Area(s). These criteria will be weighted equally in the evaluation of the One-page Project Summaries.

**CRITERIA FOR FULL PROPOSALS:** Based on the evaluation of the initial project summaries, certain applicants will be invited to submit full proposal packages for consideration. Full proposal packages will be evaluated against the selection criteria outlined below.

#### **CRITERION ONE: Healthy Communities Target Program Areas (30 points)**

Full proposal packages will be evaluated under this criterion based on the following: (a) the extent and quality to which the proposed project will address one or more of the Target Program Areas (Asthma, Capacity-Building on Environmental and Public Health Issues, Healthy Indoor/Outdoor Environments, Healthy Schools, Urban Natural Resources and Open/Green Space, Smart Growth, and Water Quality Monitoring or Analyses) and is located in and/or will directly benefit one or more Target Investment Areas (Environmental Justice Areas of Potential Concern, Places with High Risks from Toxic Air Pollution, Sensitive Populations, and/or Urban Areas) in one or more of the Region I states of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont; and (b) extent and quality to which the applicant demonstrates the programmatic capability to successfully perform and manage the proposed project taking into account information including: (i) past performance in successfully completing federally funded projects similar in size, scope and relevance to the proposed project, and history of meeting reporting requirements and submitting acceptable final technical reports under these agreements; (ii) organizational experience and ability to ensure timely and successful achievement of the project's objectives; and (iii) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them to successfully achieve the project goals.

All project proposals must address and will be evaluated on the following three questions:

- How will this project address one or more Target Program Area(s) and one or more Target Investment Area(s)? (10 points)
- What will the proposed project do to address the problem(s) identified? (10 points)
- The extent and quality to which the applicant demonstrates programmatic capability to

successfully perform and manage the proposed Healthy Communities Project. (10 points)

## **CRITERION TWO: Measurable Results (30 points)**

Under this criterion, full proposal packages will be evaluated based on the extent and quality to which the proposal measures both quantitative and qualitative results including, but not limited to expected outputs and outcomes identified in Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs, and how well the applicant describes its ability to report on results under any prior federally-funded agreements funded in the last two years similar in size, scope and relevance to the proposed project.

All project proposals must address and will be evaluated on the following three questions:

- What are the measurable and achievable short-term results (including, but not limited to the outputs and outcomes referenced in Section I) that will be achieved? (10 points)
- How do you plan to measure your progress in achieving the expected results (including, but not limited to, the outputs and outcomes referenced in Section I) and how will your approach use resources effectively and efficiently? (5 points)
- How well did you document and/or report on any progress towards achieving expected results under prior federal agreements received within the last two years; whether or not you sufficiently reported on performance for those federally-funded agreements; and if you were not making progress, did you document why progress was not made? (5 points) For additional information, please see Section IV, B, Environmental Results, Past Performance & Programmatic Capability.
- How will you ensure that data and information is usable, accessible to the public, or is shared with appropriate stakeholders (e.g. local government, residents, etc.)? (10 points)

In evaluating applicants under the third question listed above, EPA will consider information supplied by the applicant both in the proposal narrative and any attachments (if applicable) and may consider relevant information from other sources including prior/current grantors and agency files. In addition, applicants with no relevant or past performance information will receive a neutral score for this question.

Please review Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs carefully in order to ensure that your proposal adequately addresses each Target Program Area(s) outcomes and outputs.

## **CRITERION THREE: Community Involvement & Effective Partnerships (20 points)**

Under this criterion, full proposal packages will be evaluated based on the extent and quality to which: (a) the Target Investment Area(s) (Environmental Justice Areas of Potential Concern, Places with High Risks from Toxic Air Pollution, Sensitive Populations, and/or Urban Areas) community or communities will be principally involved in the development and management of the project; (b) it is demonstrated that the project includes specific ways to empower the community to be active in addressing the project goals; and (c) the applicant will be partnering with other local stakeholders including local government, the private sector, academia, medical establishments or others. Commitment letters from all project partners will be reviewed as

part of the evaluation process. Proposal packages for projects that have listed partners but do not include commitment letters from every listed project partner will face a reduction in score during evaluation process. Under this criterion all project proposals must address and will be evaluated on the following three questions:

- How do your partners represent those in the community who have an interest in or will be affected by the project? (5 points)
- What methods will be used for community involvement to assure that all affected by the project are provided an opportunity to participate? How will you ensure that no one is subjected to unjust or disproportionate environmental burdens as a result of the project? (10 points)
- What will your partners be responsible for as part of your proposal and what commitments have they made to ensure the project's success (e.g. staff time, in-kind resources, letters of commitment, or any matching funding)? (5 points)

#### **CRITERION FOUR: Critical Need & Sustainability (10 points)**

Under this criterion, full proposal packages will be evaluated based on the extent and quality to which funding is a critical resource to start or maintain a program or project that the organization will sustain or continue work beyond the EPA grant period. Consistent with this, all project proposals must address and will be evaluated on the following five questions:

- What is the long-term commitment to the project, and can it serve as a model for others? (2 Points)
- How critical is this funding to the success of the project proposal? (2 Points)
- Have you explored other funding resources to support this project? If so, what? (2 Points)
- After funds from EPA are exhausted, will any part of the work continue? (2 Points)
- Does the proposal represent new steps or build upon other projects addressing the same issue(s)? (2 Points)

#### **CRITERION FIVE: Evaluation (10 points)**

Under this criterion, full proposals will be evaluated based on the extent and quality to which the proposed project includes an evaluation component that demonstrates the effectiveness of the proposed project goals and results. All project proposals must address the following two questions:

- How will needed changes to the project be identified and incorporated in an ongoing basis? (5 Points)
- After the project is completed, how will these results be evaluated to demonstrate how your goals were met and lessons learned? (5 Points)



## **B. Review and Selection Process**

EPA New England employees across contributing programs will review and evaluate both One-Page Project Summaries and full proposal packages. Those One-Page Project Summaries that pass the threshold eligibility review (see Section III) will then be evaluated and scored based on the extent and quality to which they address the applicable evaluation criteria listed above in Section V. The full body of reviewers will meet and the applicants with the highest evaluated project summaries will be invited to submit a full proposal for review.

Full proposal packages are scored based on the extent and quality to which they address the applicable evaluation criteria listed above in Section V. After the reviewers submit their scores, an average score, range of scores, and normalized score will be produced for each proposal and then it will be ranked. The full body of reviewers then meet to discuss the data and address scoring disparities. The lowest ranked proposals are then eliminated from further consideration. Among the remaining proposals, Program leads from each of the EPA contributing programs review a combination of ranking scores and other factors including funding availability, geographic balance, and range of project types to create a final package of proposals recommended for funding. The final recommendations are made to the Selection Official who makes the final funding decisions and approves all awarded projects.

Please note that this is a very competitive grant program, and limited funding is available for qualified projects. EPA New England expects to receive many grant proposals, and it will not be possible to fund all proposals received. EPA New England reserves the right to reject all proposals and make no grant awards under this announcement.

## **C. Anticipated Announcement and Award Dates**

<b>February 23, 2006</b>	Healthy Communities Application Guidance is released.
<b>February 23, 2006 - April 5, 2006</b>	Eligible grant recipients develop and complete their One-Page Project Summaries
<b>March 8, 15, 22, 2006</b>	Healthy Communities Grant Program hosts Information Sessions via conference call. The conference call is open to any interested applicants to discuss the grant program. See Attachment F to RSVP for conference calls.
<b>April 5, 2006</b>	One-Page Project Summary submissions must be postmarked by midnight, E.S.T. on this date and mailed to Sandra Padula, Healthy Communities Grant Program, EPA New England, 1 Congress Street, Suite 1100 (CPT), Boston, MA 02114-2023 <u>or</u> received via facsimile at 617-918-1797, <u>or</u> by e-mail at <a href="mailto:padula.sandra@epa.gov">padula.sandra@epa.gov</a> , <u>or</u> on <a href="http://www.grants.gov">www.grants.gov</a> . Only one form of submission is required to meet the deadline.
<b>April 6 - 19, 2006</b>	One-Page Summary submissions are evaluated.
<b>April 20, 2006</b>	Selected finalists will be notified via telephone and invited to submit a full proposal. Formal letters will be

**April 21, 2006 - May 26, 2006**  
**May 10 & 17, 2006**

sent to all applicants to notify them of the status of their One-Page Project Summary submissions.

Finalists develop and compete their full proposals.

Information sessions will be hosted for finalists. The locations of the sessions will be determined after finalists are notified and more details will be provided to finalists in their notification letter.

**May 26, 2006**

Full proposal packages must be postmarked by midnight, E.S.T. this on this date. No facsimile, e-mail, or [www.grants.gov](http://www.grants.gov) submissions will be accepted.

**May 30, 2006 - June 23, 2006**  
**July 1, 2006**

Full proposal packages are reviewed and evaluated.

Applicants will be contacted via telephone if their application is being considered for funding. Some applicants may be asked to make minor revisions to their proposed project work plans. Formal letters will be sent to all applicants to notify them of the status of their submissions.

**July 15, 2006**

Finalists must submit all required materials for proposed project.

**October, 2006**

EPA New England expects to formally announce 2006 Healthy Communities Grant Program Recipients.

## **SECTION VI. AWARD ADMINISTRATION INFORMATION**

### **A. Award Notices**

Once applications have been recommended for funding, EPA New England staff will notify finalists and request any additional information necessary to complete the award process. The finalists will be required to complete a set of government application forms before receiving a grant. The federal government requires all grantees to certify and assure that they will comply with all applicable federal laws, regulations, and requirements.

### **B. Reporting**

All recipients must attend a training session for new grantees, submit quarterly reports and a final report for EPA Project Officer approval. Should a grant project involve the collection of environmental data, a Quality Assurance Project Plan (QAPP) will be required to be written, reviewed, and approved by EPA before the data collection can begin. If you have questions regarding QAPP requirements, please contact Nora Conlon of EPA New England at [conlon.nora@epa.gov](mailto:conlon.nora@epa.gov). Specific report requirements (e.g. Final Technical Report and Financial Status Report) will be described in the award agreement. EPA will collect, evaluate, and disseminate grantee's final reports to serve as model programs. For further information about the contributing programs for the Healthy Communities Grant Program, please visit EPA New England's website at [www.epa.gov/region01](http://www.epa.gov/region01).

## **C. Disputes**

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting the agency contact found in Section VII, Agency Contact.

## **D. Non-profit Administrative Capability**

Nonprofit applicants that are recommended for funding will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8.

## **SECTION VII. AGENCY CONTACT**

For all questions and inquiries regarding the Healthy Communities Grant Program, please contact:

Sandra Padula

EPA New England

1 Congress Street, Suite 1100 (CPT)

Boston, MA 02114-2023

Phone: 617-918-1797

Fax: 617-918-0797

E-mail: [padula.sandra@epa.gov](mailto:padula.sandra@epa.gov)

## SECTION VIII. OTHER INFORMATION

### Examples of Potential Projects

The following are examples of the types of projects EPA may consider for funding under the Healthy Communities Grant Program. These examples are illustrative only, and are not intended to limit proposal ideas, nor establish a preference for certain types of projects.

- Design an asthma surveillance tracking system related to environmental triggers.
- Develop a program to reduce children's exposure to environmental tobacco smoke.
- Develop and implement a multi-lingual educational and outreach program that addresses environmental asthma triggers and identifies possible mitigation measures for children.
- Design an asthma education program in collaboration with a state environmental department and department of public health.
- Build state and local capacity to decrease asthma incidence in urban areas.
- Develop a template or model for innovative land use techniques such as trading of development rights, designed to make it easier for communities to site development in suitable areas and protect important natural resources.
- Create a coalition of civic, business, community, and environmental groups to develop and implement an economic development plan that supports environmental and public health protection efforts.
- Provide training to school or school district teams to implement EPA's Indoor Air Quality Tools for Schools Program.
- Sponsor regional, statewide or local workshops to train school officials, health officials, parents of school aged children, or other sensitive populations on indoor air quality and related environmental health issues in schools.
- Form partnerships within your state to customize EPA's Healthy School Environments Assessment Tool software, and then train school districts on use of this software, tracking the environmental improvements made by participating schools.
- Assist school teams to develop an environmental management systems approach.
- Educate school teams on environmental triggers of asthma to reduce the prevalence of asthma triggers in urban school districts.
- Develop, improve upon existing, and/or promote site specific environmental assessment checklists, which include both regulations and best management practices, which could be used by schools to determine their environmental baselines, identify issues of concern, and help schools prioritize which environmental problems to address.
- Provide schools technical assistance on Indoor Air Quality Tools for Schools implementation, pollution prevention, chemical management, diesel exhaust, integrated pest management, energy efficiency and ventilation cost savings, lead in drinking water, or other related environmental concerns to schools.
- Assist schools in improving their chemical management through: forming partnerships (amongst local state government, businesses, academia, and non-profits) designed to provide training to schools, and assist schools in the removal of stockpiled chemicals. Train schools on how to reduce the amount of wastes they generate in the future (via implementation of pollution prevention, microscale chemistry, green cleaners, etc).
- Create a technical resource and training center for community air risk screening as well as a resource for pollution prevention strategies for the prioritized air risks.
- Identify transportation strategies for the community such as identifying diesel truck or bus fleets conducting anti-idling training and awareness campaigns for both the fleets and the community.

- Identify neighborhood environmental concerns and develop strategies to restore the local environment.
- Target reduction of combustion by-products, such as environmental tobacco smoke and smoke from burning of trash and brush through education and awareness campaigns.
- Develop and implement a holistic approach in presenting and communicating risk to local urban residents and target populations on multiple exposure pathways for environmental and public health hazards (e.g. activity-based, media-based, or place-based).
- Facilitate productive dialogue among the New England states and across disciplines regarding asthma tracking and surveillance and the development of healthier school and home environments.
- Build state or local capacity to increase homeland security through pollution prevention, particularly in high risk communities.
- Conduct outreach and education activities that result in better outcomes, improved health, or lead to a reduction in the use of toxic chemicals in areas where children spend their time (home and/or school) and reduce childhood exposure to harmful chemicals (e.g. pesticides, toxics cleaning agents, hazardous chemicals used to teach art, science or vocational classroom).
- Develop an integrated pest management program which focuses on reducing pesticide exposures for elderly populations (e.g. nursing homes, community centers, etc.).
- Educate the public to increase access and use of public transit systems, reducing dependency/use of motorized vehicles, and increasing use of efficient technologies to reduce vehicular and bus emissions in urban areas.
- Foster partnerships between groups that focus on smart growth and those that focus on children's environmental health; these partnerships should result in actions such as development of a regional land use plan that promotes children's environmental health.
- Conduct an education and outreach campaign in low-income, diverse urban neighborhoods on vehicle idling, asthma, and ambient air quality.
- Develop and implement a volunteer monitoring program to measure and track water quality of a water body or watershed in a community.
- Develop and implement a program to support and expand existing volunteer water quality monitoring efforts (e.g. training for volunteers, purchasing equipment, materials, lab analysis and report generation).

## Attachment A

# ONE-PAGE PROJECT SUMMARY FORMAT

## I. APPLICANT INFORMATION

Organization Name:

Project Title:

Address:

City/State/Zip:

Project Contact Name(s):

Telephone/Fax:

Email Address:

## 2. SUMMARY BUDGET & PROJECT PARTNER INFORMATION

Dollar Amount Requested from EPA

Dollar Amount of Matching Funds (if any)

Dollar Amount of Total Project Budget (EPA + match, if any)

Match as a Percentage of Total Budget (if any)

List of Organizations Partnering On The Project (if any)

## 3. PROJECT SUMMARY INFORMATION

### A. Briefly Summarize The Proposed Project:

[Clearly describe: your project, what environmental and/or public health problem(s) your proposal seeks to address, your project goals, key tasks/deliverables, why your organization & partners are appropriate for this work, and a description of the target audience or community the project will serve and how that area meets one or more of the Target Investment Areas (Environmental Justice Areas of Potential Concern, Places With High Risk from Toxic Air Pollution, Sensitive Populations, and/or Urban Areas). If your project addresses more than one Target Investment Area, you must clearly how your project will address each one selected in this section.]

### B. How Will The Project Address The Healthy Communities Target Program Areas?

[Clearly describe: Which Target Program Area(s) (Asthma, Capacity Building on Environmental and Public Health Issues, Healthy Indoor/Outdoor Environments, Healthy Schools, Preserving & Restoring Urban Natural Resources and Open/Green Space, Smart Growth, and Water Quality Monitoring or Analyses) your project will address and how it will do so. If your project addresses more than one Target Program Area, you must clearly address each one in this section. Identify expected short term measurable results in terms of environment and/or public health improvements for each Target Program Area including expected outcomes and outputs.]

## Attachment B

### FIVE-PAGE NARRATIVE FORMAT

The full proposal narrative must be organized in the format listed below. The proposal narrative may not exceed five pages. Any narrative page(s) over the five-page limit will not be distributed to reviewers.

**a. The Organization**

(Clearly describe: Who are you? When were you organized? What are your goals? What have you accomplished in pursuit of these goals? How does the project you are proposing fit into your organization's mission and other efforts? Why are you the right group to do the work you are proposing? Why can you successfully achieve the goals of this project? Have you successfully completed federally-funded projects similar in size, scope in the past two years? Do you have a successful history of meeting reporting requirements on prior (within last two years) or current assistance agreements with federal organizations and submitting acceptable final technical reports? If there were any problems or deficiencies in meeting program reporting requirements or projected outputs and/or outcomes for projects similar in size and scope over the last two years, explain why the objectives were not met and how the issues were resolved. If you have received federal funding for a project within the last two years, narrative information in this section may be supplemented by the Environmental Results, Past Performance & Programmatic Capability Information attachment. See Section IV, B, Environmental Results, Past Performance & Programmatic Capability to determine whether or not an attachment is required.)

**b. The Partners**

(Clearly describe: What other groups will you work with on this project and how will you work together? Do the project partners represent or have experience working in this community? What is the partner(s) level of involvement on this project? What is each partner's role, responsibility and commitment to the project? If there are no project partners, why do you feel you can fulfill project requirements by yourself?)

**c. The Project Overview**

(Clearly describe: Describe your project and which Healthy Communities Target Program Area(s) and Target Investment Area(s) the project meets and why. How will this project improve the environment and/or public health? Describe the community this project will serve and address the cultural, linguistic and economic reality of your target investment area. Is this issue important to your community? Why is your organization working in this community and how will you involve residents? Why is this approach particularly effective with this community? Are there other organizations working on this issue in your community? How is this project different from what is already being done, and can it serve as a model? Will this project be complementary to ongoing efforts? Who will direct this effort? What are the expected improvements in environmental quality and/or public health?)

**d. Project Deliverables and Results**

(Clearly describe: How will this project improve the environment and/or public health in the short term? How will your organization track project progress and results

including outputs and outcomes? For planning or visioning projects, what steps will be taken to ensure that the plan or vision is implemented? Will your project result in long term behavioral changes? How many people will benefit from this project? Can it serve as a model in other communities or be expanded beyond the initial target area? If you have received federal funding for another project within the last two years, narrative information on results related to those projects should be included in the Environmental Results, Past Performance & Programmatic Capability Information attachment. See Section IV, B, Environmental Results, Past Performance & Programmatic Capability to determine whether or not an attachment is required.)

**e. Project Evaluation**

(Clearly describe: How will you evaluate your work? How will you determine if your objectives are being met? How will you document that this project has been effective? Will you keep track of the people who have received information or technical assistance from you (log systems, sign in sheets etc.)? Will you re-contact all or some of those you've worked with to see if your assistance has made a difference? If needed, how will you make any necessary mid-course corrections?)

**f. Budget**

(Clearly describe: How much funding will you need from the Healthy Communities Grant Program? Where will you get any remaining funds for the project? Please identify received and anticipated funds. What are the project expenses for the period for which you are requesting funding by budget category and why are these expenses necessary to complete the project? Will you continue work after the grant period and how? How critical is this funding to the success of your project?)



**Attachment C****HEALTHY COMMUNITIES GRANT PROGRAM PROJECT SCHEDULE FORMAT****Organization Name:****Project Title:**

<b>Project Deliverables</b>	<b>Contact Person (per Task)</b>	<b>Deadline (Month, Day, Year)</b>	<b>Project Deliverables &amp; Outputs</b>
Objective #1: 1. Tasks Required - Sub-tasks (if any)  2. Tasks Required - Sub-tasks (if any)  3. Tasks Required - Sub-tasks (if any)	Key Contact  Key Contact  Key Contact	October-November, 2006  November 15, 2006  December 30, 2006	1. Deliverables and Outputs  2. Deliverables and Outputs  3. Deliverables and Outputs
Objective #2: 1. Tasks Required - Sub-tasks (if any)  2. Tasks Required - Sub-tasks (if any)	Key Contact  Key Contact	January 15, 2007  February-March, 2007	1. Deliverables and Outputs  2. Deliverables and Outputs
Objective #3: 1. Tasks Required - Sub-tasks (if any)  2. Tasks Required - Sub-tasks (if any)	Key Contact  Key Contact	April 15, 2007  September, 2007	1. Deliverables and Outputs  2. Deliverables and Outputs

**Attachment D****SAMPLE BUDGET DETAIL FORMAT**

<b>Expenditures</b>	<b>Total Project Budget</b>	<b>Amount from EPA Grant</b>	<b>Other Resources (Cash or in kind, if any)</b>
<b>1. Personnel</b>			
0.5 FTE Community Outreach Worker (20 hrs per week x 52 weeks @ \$10.00/hr)	\$7,200	\$7,200	
0.2 FTE Project Coordinator (8 hrs per week x 52 weeks @ \$12.00/hr)	\$4,992	\$4,992	
0.2 FTE Office Manager (8 hrs per week x 52 weeks @ \$7.00/hr)	<u>\$2,912</u>	<u>\$2,912</u>	
Total Personnel	\$15,104	\$15,104	
<b>2. Fringe Benefits for Personnel at 17%</b>			
0.5 FTE Community Outreach Worker (\$10.00/hr)	\$1,224	\$1,224	
0.2 FTE Project Coordinator (\$12.00/hr)	\$849	\$849	
0.2 FTE Office Manager (\$7.00/hr)	<u>\$495</u>	<u>\$495</u>	
Total Fringe Benefits	\$2,468	\$2,468	
<b>3. Travel</b>			
Local Travel (\$.36/mile)	\$720	\$720	
Two Grantee Meetings in Boston (\$.36/mile)	<u>\$350</u>	<u>\$350</u>	
Total Travel	\$1,070	\$1,070	
<b>4. Equipment**</b>			
Audio visual & projector rental	\$2,100		\$2,100
Computer	<u>\$800</u>	<u>\$800</u>	<u>          </u>
Total Equipment	\$2,900	\$800	\$2,100

## 5. Supplies

Printer paper	\$250	\$250	
Pencils/Pens/Folders	\$250		\$250
Parent Workshop training kits	\$648	\$648	
Youth Stipends ( 5 youth @ \$100 each)	<u>\$500</u>	<u>\$500</u>	<u>          </u>
Total Supplies	\$1,648	\$1,398	\$250

## 6. Other Expenses

Printing brochures	\$750	\$500	\$250
Postage for mailings	\$900		\$900
Telephone & internet access	<u>\$630</u>	<u>\$400</u>	<u>\$230</u>
Total Other Expenses	\$2,280	\$900	\$1,380

## 7. Contractual\*\*\*

XYZ Research/Evaluation Company	\$2,360	\$2,360	
ABC Engineering Company	\$1,800	\$900	\$900
Project Partner Organization	<u>\$5,000</u>	<u>\$5,000</u>	<u>          </u>
Total Contractual	\$9,160	\$8,260	\$900

<b>TOTAL PROJECT BUDGET</b>	<b>\$34,630</b>	<b>\$30,000</b>	<b>\$4,630</b>
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\* FTE = Full Time Employee

\*\* Equipment must be dedicated for this project and carefully justified in the budget narrative.

\*\*\* Specify in budget narrative how contractual funds will be used, including any funds designated for project partners.

## ATTACHMENT E

# GRANTS. GOV ELECTRONIC SUBMISSION INSTRUCTIONS

### General Application Instructions

The electronic submission of your One-Page Summary and SF 424 must be made by an official representative of your institution who is registered with Grants.gov. For more information, go to <http://www.grants.gov> and click on “Get Started,” and then “For AORs.” Please be advised that the registration process may take a week or longer. If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for the Healthy Communities Grant Program, go to <http://www.grants.gov> and click on “Apply for Grants.” Then click on “Apply Step 1, Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package for the announcement ([https://apply.grants.gov/forms\\_apps\\_idx.html](https://apply.grants.gov/forms_apps_idx.html)). To download the PureEdge viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R1-HC-2006, or CFDA number 66.110 in the appropriate field. You may also access the application package by clicking on the button “How to Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (To find the synopsis page go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the top of the page and then go to the EPA opportunities.

### Application Submission Deadline:

Your organization’s AOR must submit your complete One-Page Summary and SF 424 electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **midnight, Eastern Standard Time, April 5, 2006.**

Please submit all of the proposal material described below. To view the full funding announcement, go to <http://www.epa.gov/ne/eco/uep/hcgp.html> or go to <http://www.grants.gov> and click on “Find Grant Opportunities” at the top of the page and then click on “Browse by Agency” and select Environmental Protection Agency.

### Proposal Materials:

The following forms and documents are required to be submitted as part of the initial submission under this announcement:

1. Application for Federal Assistance (SF 424)
2. One-Page Project Summary - Prepared as described in Section IV and Attachment A of the announcement.

The application must include all of the following materials:

1. Standard Form (SF) 424, Application for Federal Assistance

Complete the form. There are no attachments. Please be sure to include the organization fax number and email address in Block 5 of the Standard Form 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF 424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

## 2. One-Page Project Summary (Section IV and Attachment A of announcement)

This document should be readable in PDF, MS Word, or WordPerfect WP6/7/8 for Windows and consolidated into a single file and comply with all applicable formatting instructions in Section IV and Attachment A of the announcement.

### **Proposal Preparation and Submission Instructions**

For document I, click on the form and then click "Open Form" below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click "Save." When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, "Move Form to Submission List." This action will move the document over to the box that says, "Mandatory Completed Documents for Submission."

For document II, you will need to attach electronic files. Prepare your project summaries as described in Section IV and Attachment A of the announcement and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the application package, click on "Project Narrative Attachment Form," and open the form. Click "Add Mandatory Project Narrative File," and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click "View Mandatory Project Narrative File" to view it. Enter a brief descriptive title of your project in the space beside "Mandatory Project Narrative File Filename;" the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click "Add Optional Project Narrative File" and proceed as before. When you have finished attaching the necessary documents, click "Close Form." When you return to the "Grant Application Package" page, select the "Project Narrative Attachment Form" and click "Move Form to Submission List." The form should now appear in the box that says, "Mandatory Completed Documents for Submission."

Once you have finished filling out all of the forms/attachments and they appear in one of the "Completed Documents for Submission" boxes, click the "Save" button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: "Applicant Name – FY06 – Assoc Prog Supp – 1st Submission" or "Applicant Name – FY 06 Assoc Prog Supp – Back-up Submission." If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to "Applicant Name – FY06 Assoc Prog Supp – 2nd Submission."

Once your proposal package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the proposal package through Grants.gov.

In the "Application Filing Name" box, your AOR should enter your organization's name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the "Grant Application Package" page, your AOR may submit the application package by clicking the "Submit" button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at [support@grants.gov](mailto:support@grants.gov) or contact Sandra Padula at 617-918-1797.

Proposal packages submitted thru Grants.gov will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from [support@grant.gov](mailto:support@grant.gov)*) within 30 days of the application deadline, please contact Sandy Padula at 617-918-1797. Failure to do so may result in your application not being reviewed.

## Attachment F

### 2006 HEALTHY COMMUNITIES GRANT PROGRAM INFORMATIONAL SESSIONS

The U.S. EPA New England will sponsor four telephone Informational Sessions for applicants. The conference calls are an opportunity to get more information about the EPA programs working in target investment areas across New England, and learn more about the grant application process and the Healthy Communities Grant Program. Participation is optional, but RSVPs are required.

**Calls will be held on:**

**May 8, 15, and 22, 2006**

**9:00 AM - 11:00 AM and 1:00 PM - 3:00 PM**

To register for one of the conference calls, please mail your completed registration form to: **Sandra Padula, U.S. EPA New England, One Congress Street, Suite 1100, Mail Code (CPT), Boston, MA 02114-2023**. You may also fax your registration to (617) 918-0797. Instructions will be sent to you once your registration form is received. If you have questions please contact Sandra Padula at (617) 918-1797.

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#### ***Healthy Communities Grant Program Information Session Registration Form***

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please select one of the following options for conference call participation. Please indicate 1<sup>st</sup> and 2<sup>nd</sup> choice.

_____	<b>March 8, 2006</b>	<b>9:00 AM - 11:00 AM</b>
_____	<b>March 8, 2006</b>	<b>1:00 PM - 3:00 PM</b>
_____	<b>March 15, 2006</b>	<b>9:00 AM - 11:00 AM</b>
_____	<b>March 15, 2006</b>	<b>1:00 PM - 3:00 PM</b>
_____	<b>March 22, 2006</b>	<b>9:00 AM - 11:00 AM</b>
_____	<b>March 22, 2006</b>	<b>1:00 PM - 3:00 PM</b>

**Attachment G**

**STANDARD FORMS 424** (HARDCOPY DISTRIBUTION ONLY)



## Attachment H

### **CHECK LIST OF REQUIRED MATERIALS FOR FULL PROPOSAL**

- \_\_\_\_\_ Completed Standard Forms 424, 424A and 424B
- \_\_\_\_\_ Completed Government application forms including Debarment and Suspension Certification and the Preaward Compliance Report. These forms will be supplied to finalists.
- \_\_\_\_\_ One Page Project Summary Format (Attachment A)
- \_\_\_\_\_ Proposal Narrative (Attachment B)  
(No more than five pages).
- \_\_\_\_\_ Healthy Communities Project Schedule  
(Attachment C)
- \_\_\_\_\_ Budget Detail (Attachment D for sample)
- \_\_\_\_\_ Proof of non-profit or not-for-profit status.
- \_\_\_\_\_ Letters of commitment from all project partners. Letters must specify the nature and match (if any) and must commit the organization's availability to the project.
- \_\_\_\_\_ Up to three (3) resumes for key project staff. Resumes must be no more than 2 pages in length.
- \_\_\_\_\_ Environmental Results, Past Performance & Programmatic Capability Information (if applicable)